



CROWN Memorandum

Memo Number: 02-0031-GN

TO: ESRD Executive Directors, ESRD Data Managers

FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management
Information Systems Group, OCSQ

DATE: November 27, 2002

SUBJECT: Revised Engineering Review Board (ERB) Process

Due to the continuous expansion/demands of the QualityNet infrastructure, the CCB/ERB Process was revised by the ISG management team at the Infrastructure Summit II that was held in Owings Mills during November 19 – 21st. Major changes have been implemented, and the following represents a high level synopsis:

- All purchases made for the QualityNet infrastructure will follow the new Change Control/Engineering Review Board process.
- The CCB/ERT meeting will move from Wednesday at 2:00 p.m. EST to Monday at 2:00 p.m. EST.
- The Database Administrator/Systems Administrator (DBA/SA) meeting will move from Monday at 3:00 p.m. EST to Wednesday at 2:00 p.m. EST.
- The CCB/ERT membership will change. Primary members will be appointed along with an alternate.
 - The primary member will be expected to attend the CCB/ERT meetings. If the primary member is not available, the alternative will attend. For the sake of keeping the process smaller and faster, it is encouraged that both the primary and alternate do **NOT** attend.
 - The only other attendees are representatives of systems who have business for the CCB/ERT. In other words, unless you are opening a CR/RAC-D, or have an open CR/RAC-D that you want to follow, you need not attend.
 - A grid with primary and alternate(*) members is posted below.

	CMS	BCSSI	IFMC
Management	Bill Crochunis		
CM	Mike Stoltz		Cisco Gonzalez
	Maria Salatti*		
Network		Tony Glass	
		Eric Thodal*	
UNIX		John Belliveau	Jim Mitchell
		John Card*	
DBA	Jim Delle Bovi		Roger Taha
	Amy Tam*		Bruce Grotenhuis
Windows	John Manlove	Darryl Jacoby	Jim Taylor
		John Davis*	Al Conrad
Procurement	Joann Lacey		
	Bob Burger*		
Help Desk			Deb Jacobs

A complete copy of the charter is attached to this memo and will be posted on a web site along with other QualityNet information. After review of this document, any or all questions/issues should be emailed to the QNETCM@cms.hhs.gov.

Attachments (1)

[QualityNet Change Control Board Engineering Review Team Charter](#)